



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

AUGUST 2015

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Performance Measures

Police Calls and Service Times

Month	2012	2013	2014	2015	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	3153	2596	2894	2571	1:30 Minutes	12 = 1:20	3 = 1:31	19 = 1:41
February	2725	2399	2714	2422	2:09 Minutes	9 = 2:18	2 = 1:15	6 = 2:55
March	3217	3117	2885	2714	1:06 Minutes	13 = 1:07	9 = 1:18	3 = 0:55
April	2997	2931	3005	2808	1:24 Minutes	21 = 1:50	6 = 1:06	15 = 1:17
May	3259	3145	3197	2961	1:28 Minutes	14 = 1:11	4 = 2:13	20 = 1:01
June	3100	3051	3161	3059	2:14 Minutes	20 = 3:03	18 = 1:21	23 = 2:19
July	3123	3176	3515	3076	1:43 Minutes	21 = 2:10	4 = 1:53	13 = 1:08
August	3033	2995	3280	3064	1:50 Minutes	18 = 2:11	7 = 1:11	6 = 2:10
September	3180	3342	3129					
October	3239	3269	3158					
November	2748	3472	2763					
December	2667	2670	2551					
Totals	36163	36252	36252	22,675				
Avg Per Day	106.1 cfs	99.5 cfs	98.5 cfs	93.3 cfs				

Calls for service are down 8% from this time period last year with 1,976 less calls.

Telephone calls processed through the center remain relatively unchanged from this time last year with a 1% reduction from 58,230 – 57,626.

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt		Burg- Res	Burg-Com	Larceny	MV Theft	Total
Aug 15	0	1	4	5	6		16	6	72	2	112
Aug 14	1	1	1	2	8		14	3	61	4	95
Diff +/-	1	0	+3	+3	-2		+2	+3	+11	-2	+17
Diff % +/-	-100.00%	0.00%	+75.00%	+60.00%	-25.00%		+12.50%	+100.00	+15.28%	-100.00	+15.18%
				Monthly	Total					Monthly	Total
Violent Crime Diff +/-				+3	+18.75%	Property Crime Diff+/-				+14	+14.58%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- 2015 paving total – 1.54 miles

Diversion Rate of Solid Waste from Disposal at a Landfill

- August diversion rate – 38.9%
- 12-month (September 2014 – August 2015) diversion rate – 42.4%

Water Quality Testing Results

- There were no water quality issues with the August water samples.
- There have been no water quality issues with water samples taken in 2015.

Permits

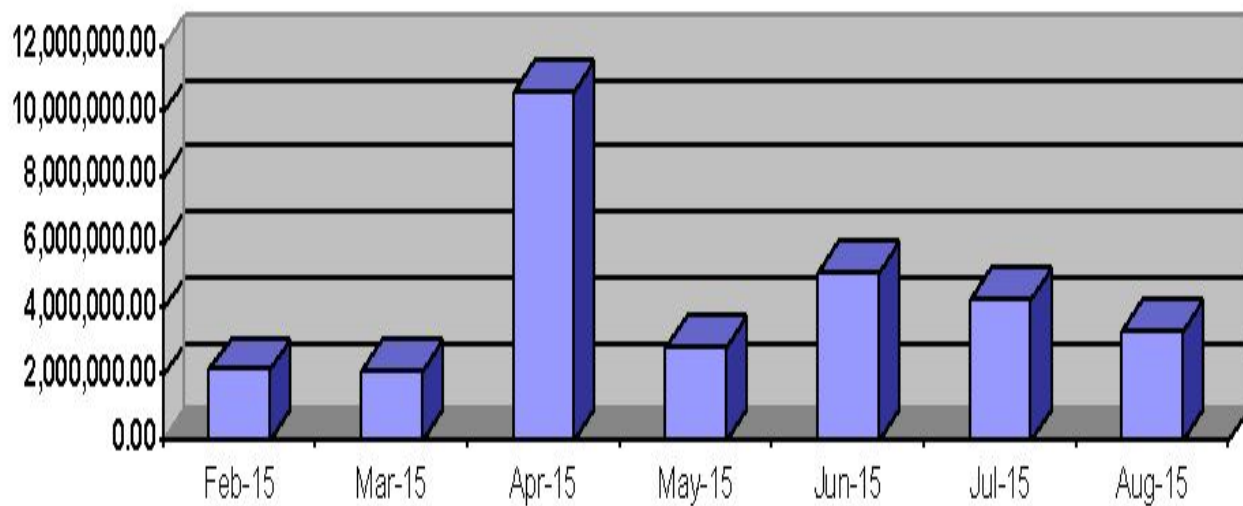
Permit applications received	344
Permits issued	320

Value of Private Construction

\$3,329,239.62

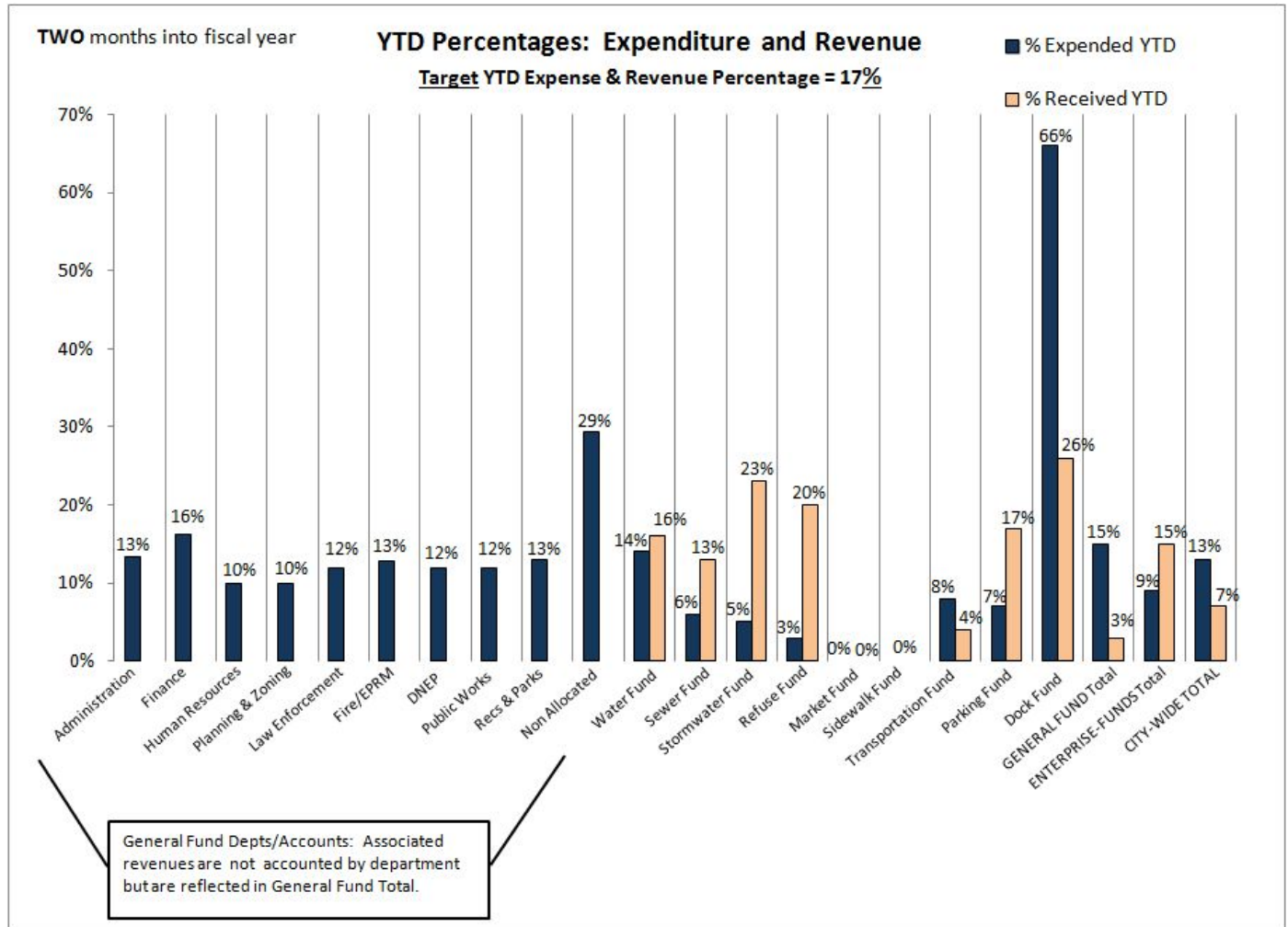
Private Construction Inspections Performed

Building and Trade Inspections	819
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Property Maintenance Inspections	247
Code Enforcement Inspections	249
Use/Life Safety Inspections	5

Budget Status



Central Purchasing

Current Procurements

RFP 15-11 – Integrated Parking Operations and Management Services

- 4 proposals received. Review in progress.

RFP 15-18 – Historic Preservation Consultants

- 23 Qualification statements received. Review in progress.

RFP 15-21 – APD Indoor Firing Range Replacement

- 3 Proposals received. Review in progress.

RFP 15-22 – APD Firing Range Ventilation System Replacement

- 3 Proposals received. Review in progress.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Contract in progress.

IFB 15-27 – Second Street Pump Station Repairs

- 3 Bids received. Review in progress.

RFQ 15-28 – City Dock Bulkhead Replacement – Construction Services

- 5 Bids received. Awarded to Cianbro Corporation. Contract in progress.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- 2 firms short listed. 1 Proposal received. Review in progress.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Review in progress.

RFP 16-06 – Energy Performance Contracting

- Proposals due 10/7.

RFP 16-08 Transit Bus Advertising Program

- Proposals due 9/24.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Demolition phase scheduled for October 2015 completion.

RFP 15-04 – Bundled Construction Projects – ADOT

-Awarded to Albrecht Construction. Project scheduled for September 2015 completion.

RFP 15-10 – Storm Water Management Inventory and Watershed Improvement Plan

- Awarded to URS. Project scheduled for December 2015 completion.

IFB 15-05 Janwal II Water Tank Painting

- Awarded to Ionion Painting. Project scheduled for August 2015 completion.

RFP 15-09 – Truxtun Pool Assessment

- Awarded to SEI Architects. Project scheduled for September 2015 completion.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for October 2016 completion.

RFP 15-15– Bus Shelters

- Awarded to Decamil. PO issued. Delivery scheduled for November 2015.

IFB 15-17 – Annapolis Dam Repairs

- Awarded to M2 Construction. Project scheduled for February 2016 completion.

RFP 15-20 – Eastport Traffic Study

- Awarded to Sabra Wang & Associates. Study scheduled for March 2016 completion.

IFB 15-25 – City Dock Bulkhead Replacement – Steel Sheet Piles

- Awarded to Skyline Steel. PO issued. Delivery scheduled for October 2015.

Pending Procurements

IFB 16-05 – Wayfinding Sign Fabrication

- Draft in progress. Anticipated release in September.

IFP 16-07 – Helix Mooring Installation

- Draft in progress. Anticipated release in September.

RFP 16-08 – Transit Bus Fare Box Collection System

- Draft in progress. Anticipated release in September.

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- Draft in progress. Anticipated release in September.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. Pump Replacement – Project is for bypass of the pump station and repair of the wetwell, in conjunction with installation of a new pump and rehabilitation of the motor control center. Bid analysis continues. Bywater Pump Station Rehabilitation – Punch list items are nearly complete. Closeout documents are being collected.

Sewer Rehabilitation/Water Distribution

USNA Flowmeter – Work continues for evaluation of the existing flumes, including flow meter data analysis and preliminary plan. Buried Asset Evaluation – Weekly meetings with the consultant continue. A meeting was held August 27 to confirm and initiate request for proposal development for immediate projects.

Water Tank Rehabilitation

Janwal Tank exterior painting work continues and is expected to be completed in mid-September.

Water Treatment Plant (WTP)

WTP Design/Build (D/B) – August 17 & 24 meetings held to review SCADA system submittals. Project work includes treatment area/generator slab and wall concrete, on-site raw water and overflow pipe, and generator preparation.

Annapolis Water Reclamation Facility (AWRF) Projects - Influent Pump Station project and Flow Measurement project (County Managed)

Influent Pump Station – Participated in August 26 meeting to review conceptual plan to address hydraulic issues at AWRF Influent Pump Station (for City flow). Flow Measurement Improvements – The Mayo force main project, which will include AWRF City and County flow measurement improvements, is underway with current focus on the force main alignment.

Road Resurfacing

Admiral Drive, Cedar Park Road, and Locust Avenue paving has been completed. Next round of paving in the Van Buren neighborhood is scheduled to begin in late September-early October.

Dam Repair at Waterworks Park

Mobilization began August 10. Installed scaffolding on water side of dam. Hydro-demolition began August 19 and was completed/inspected on August 31. One-third of the east dam face was demolished. Hydroblast subcontractor demobilized. 15 of 19 weep holes have been installed.

City Hall Restoration

Moving forward with boiler replacement as Phase 1 of City Hall HVAC project and the design of Phase 2, which consists of new HVAC System.

Landfill Gas Mitigation

Proposals for the Assessment of Corrective Measures (ACM) were received on August 13 and are being evaluated. Sampling work continues for the semi-annual monitoring events.

Maintenance Facilities

Contractor is scheduled to finalize drawings for demolition by September 26. Demolition still on schedule to begin in early November.

Stormwater Management Retrofit

A pipe repair project was completed near 911 Cedar Park Road. A storm drain failure on Newman Street was inspected and a short-term repair completed at the point of failure. Long-term solutions for the Newman Street storm drain are being evaluated. Additional stormwater issues have been identified, inspected in the field, and are being evaluated for potential solutions.

Maynard Burgess House

Project has been completed.

Main Street Reconstruction

An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections with an estimated cost in excess of \$1,000,000 to install.

City Dock Bulkhead Replacement, Phase 2

Five bids were received on August 20. Cianbro, a local construction firm, was the apparent low bidder at \$3,245,991. The City issued a Notice of Intent to Award and has received all the required documentation (insurance certs, performance and payment bonds, etc). Skyline Steel submitted shop drawings for review. EBA, the design engineer, reviewed the drawings and provided comments. Cianbro was brought in to provide their input and coordinate delivery. The City met with the developers who have a contract to purchase 110 Compromise St. They agreed to house the City Dock electrical equipment that feeds the boat slips adjacent to the Donner Lot, the street lights and Boat Show outlets in the Donner Lot and along Compromise St. within the Fawcett's building when they own it. However, since the developers' purchase schedule may not dovetail with the City's construction schedule for the bulkhead replacement project, the City is proceeding with construction of the electrical equipment under an existing HPC Certificate of Approval.

Personnel Update

New Hires

Police - 2
DNEP - 1
Mayor & City Council - 1
Recreation & Parks - 3
PW - 1

Promotions/Internal Vacancies Filled

Transportation - Bus Driver II
Fire - Fire Lieutenant, Firefighter 1/C ALS and FF III-EMT-P

Law Office Report

Open Litigation

Case Name	Dept	Comments
White, et al. v. COA U.S. District Court Case No. CV-01130-JFM (L21-13)	APD	City's Motion for Summary Judgment as to all claims GRANTED
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Special Appeals affirmed Circuit Court decision, which affirmed BOA approval of special exception for Chipotle Mexican Grill at 36 Market Space; Petition for Writ of Certiorari filed in Court of Appeals; ruling on Petition is pending
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Appeal to Circuit Court of District Court's finding of Municipal infraction; trial 12/17/14 – continuation of trial 9/15/15
Travis v. City US District Court Case No. 1:14-CV-00424-ELH (L4-14)	APD	City's Motion to Dismiss as to all claims GRANTED
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Memoranda filed; oral arguments pending 10/5/15
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Complaint filed and served/ discovery ongoing; trial date 10/22/15
Rodriguez v. City of Annapolis A.A. District Court Case No. CV-15-003948	DOT	Complaint and Answer filed; discovery ongoing; trial date 10/1/15
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Petition for Judicial Review and Answer filed; Memorandum of Law pending; Oral arguments 10/25/15
Cecelia Brown v. COA A.A. District Court Case No. CV-15-004927 (L59-15)	PW	Complaint and Answer filed; discovery ongoing; new trial date pending
Deanna Crawford v. COA A.A. District Court Case No. CV-15-004930 (L58-15)	DOT	Trial 8/27/15; judgment entered against City for \$1,776.95

De De Enterprises, Inc. t/a Free State Printing v. COA A.A. District Court Case No. CV-15-006469 (L75-15)	Finance	Complaint and Answer filed; Third-Party Complaint pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Complaint filed
MCCR / EEOC Cases:		
MCCR / APD	APD	Fact-finding conference heard on 4/15/15; all charges against City DISMISSED
Administrative Hearings:		
(none currently)		
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.
Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing pending on 11/24/15
Union Grievances:		
(none)		

Adopted Legislation

- The City Council did not meet during the month of August, therefore, no legislation was adopted.

Alcoholic Beverage Control Board

Public Hearings

- **Eastport Kitchen - New**

Application for a new alcoholic beverage license Class B-2 Restaurant, Beer and light Wine, only with meals, six a.m. to twelve midnight seven days per week (special Sunday license) by Anthony Moynagh and Celia Moynagh for the premises known as, Moynagh Enterprises t/a Eastport Kitchen, 923 Chesapeake Ave. Annapolis, MD 21403.

- **Soul - New**

Application for a new alcoholic beverage license Class B-2 Restaurant, Beer, Wine and Liquor only with meals, six a.m. to twelve midnight seven days per week (special Sunday license) by David K. Pow and Misti Lea Dragano for the premises known as, BLUE BISTRO LLC T/A SOUL, 509 S. Cherry Grove Avenue Annapolis, MD 21401.

Business and Miscellaneous

- **MAIN INGREDIENT – Downgrade of License**

Request a downgrade of license from an existing B-2.a.b, Restaurant, Beer, Wine and Liquor only with meals, six a.m. to twelve midnight seven days per week (special Sunday license) in addition off sale seven days a week (special Sunday license), to a B-2 Restaurant, Beer, Wine and Liquor, only with meals, six a.m. to twelve midnight seven days per week (special Sunday license) by Thomas Hogan, Jennifer Panik and Christina Rossetti for the premises known as FEDERAL CATERING, LLC t/a MAIN INGREDIENT, 914 Bay Ridge Rd, Annapolis, Maryland 21403

- **Make a Wish Mid Atlantic – Pre-boarding Reception**

Request for a Consumption of Alcoholic Beverages on City Property approval, including live music, for the **Make a Wish Mid Atlantic** Pre-boarding Reception event from 5:00 p.m. to 6:00 p.m. at Susan Campbell Park on Thursday August 13, 2015

- **Back Creek Cafe – Temporary Extension of Premises**

Request for a Temporary Extension of Premises for a special open house event, with live music, on Saturday August 8, 2015 from 11:00 a.m. to 2:00 p.m.

- **STANTON COMMUNITY CENTER – Jerwanda Turner**

Request for Consumption on City Property permit for private rental party from 8:00 p.m. to 12:00 midnight on Saturday August 29, 2015

- **STANTON COMMUNITY CENTER – Geraldine Smith/Fresh Start Church**

Request for a Special Class C one day liquor License with Consumption on City Property for a fundraiser for cancer patients from 5:00 p.m. to 10:00 p.m. on Saturday August 15, 2015

- SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN AUGUST = 12

City Clerk

- 11 – Fully Executed Contracts/Agreements
- 7- Request for information via Citizen's completed
- 3- Requests for information Alderpersons
- 1- City Departments information requests
- 4- Special Event Application Reviewed
- 1 – Solicitor's Application Regular
- 3- Registration Certificate for Exempt Peddlers Applications

Board of Supervisors of Election

1 – Meeting with Chair of the Board of Supervisors of Elections

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 848 calls for service in August and a total of 6496 calls for 2015 with the following breakdown:

- EMS - 634 or 73.5%
- Fire – 121 or 16%
- Service – 62 or 7%
- Rescue – 25 or 2%

- Hazmat – 6 or 1%

Notable Incidents -August Highlights

8/05/15 - Vehicle into a Structure with injury - 1814 Copeland Street
 8/15/15 - Bomb Threat - 2350 Solomons Island Road
 8/15/15 - Bomb Threat - 948 Bay Ridge Road
 8/15/15 - Bomb Threat - 152 Main Street
 8/17/15 - Building Fire (Governor Calvert House) - 58 State Circle
 8/22/15 - Dwelling Fire - 3335 Arundel on the Bay Road
 8/24/15 - Suspicious Package - St. Anne's Church, Church Circle
 8/30/15 - Dwelling Fire - 47 Maryland Avenue

- Completed 73 new fire safety building inspections and 27 re-inspections (includes inspections conducted by station personnel)
- Our personnel installed 15 smoke/CO alarms and conducted 16 public education events, including the Oxford Landing Community and Harbor House back to school events with an estimated 350 children in attendance.
- Training hours completed –1425
- ISO rating – Class 2
- The Fire & Explosive Services Unit responded to 10 Explosive Services Requests and 9 K-9 requests and completed 8 fire safety inspections. These responses included the two publicized banks and Giant Food bomb threats. One Departmental Investigation and nine assist police calls.
- The Bomb Squad was featured on WNAV radio “Talk With” segment. Deputy Chief Remaley and Lt. Spriggs spoke on the duties and skills of our Bomb Squad.
- The crews at the Eastport Fire Station, Fire Chief and several command staff officers attended the annual Eastport Civic Association Cookout.
- We met with representatives from ISO on August 12 in hopes of obtaining a Class 1 rating. After a lengthy discussion, there were three items that would impact our chances of obtaining a Class 1 rating. One, the Crystal Springs Annexation has houses that are not protected by fire hydrants; two we failed to provide officer training during FY15 due to overtime limitations and we did not conduct non-destructive ladder testing on our aerials last year. They are scheduled for the Spring of 2016. Based on these facts I elected to postpone our evaluation until these items are addressed.
- The Union conducted their annual MDA Fill the Boot program and raised \$12,200 for MDA. In conjunction with this program the Union and Fire Chief held a kickoff press conference with MDA representatives and MDA children and families.
- The Fleet Manager placed the order for a new paramedic unit for the Department.
- The Department is working with OEM on the planned Drive Thru Flu Clinic.
- Started preparations for the upcoming IBB process, obtained a wish list from the Union.
- Lt. Carol Spriggs has been selected by the Bureau of Alcohol, Tobacco, and Firearms & Explosives (ATF) to attend a Special ATF Bomb Technician Program. This program is normally limited to ATF agents, but the ATF agreed to offer the program to eight (8) Fire/Police Technicians nationwide. Being selected speaks highly of Lt. Spriggs and the Annapolis Fire & Explosive Team. The ATF is covering all costs associated with the training.
- Completed interview component of hiring process, conducting background checks. Job offers extended to five (5) new firefighters, they are scheduled to start October 8, 2015.

- The Department participated in several back to school events, such as at the Eastport/Harbor House community center.
- Our paramedics saved two patients, one was a drowning victim and the other was a runner in the Annapolis 10K race.
- The EMS Division was successful in obtaining free vascular screening for all firefighters from AAMC. The screenings were conducted during the months of July/August 2015.
- First Annual Chief Charles H. Steele Award nomination/selection process completed.
- This month's Fire Prevention Message banner is "Prevent Kitchen Fires – Never Leave Cooking Unattended"
- A pressure test of the City Dock Standpipe system failed the leak test again. A meeting was held with Public Works, the Fire Marshal and Harbor Master. It was decided to obtain estimates to replace the system. In the meantime we will staff the Fire Boat during the Boat Show.
- OEM & the Fire Marshal's Office participated in the annual National Night Out.
- All stations conducting annual foam training in preparation of the Fall Boat Shows.
- Conducted annual OSHA Hazmat Operations and Hazard Communications training.
- Working on possible mold issue at the Eastport Fire Station.
- Captain Grimes attended the Police/Fire Retirement Board meeting.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of August the Department used 435 hours of overtime at a cost of \$23,511.47 this represents a usage of 5.47% of our total annual budget available for overtime. Our YTD overtime expenditures are \$59,857.84 or 13.92% of our annual OT budget.
- We currently have two (2) personnel on long term disability and six (6) vacancies which are impacting our overtime budget.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- This year (2015) marks the 40th anniversary of paramedic service in the City of Annapolis. The Department has started planning to recognize this event.
- Annual Travis Manion Foundation Hero's Run at the USNA Stadium. (9/13/15)
- Annual September 11th events
- Prepare for Fall Boat Shows
- Participate in the Anne Arundel Medical Center Emergency Preparedness Fair.
- Prepare for Fire Prevention Month in October.
- Annual Labor Day Cookout

Emergency Management

Incidents and Events

- The Heat Emergency Action Plan (HEAP) was activated **0** times in the month of August, with a total of **0** cooling center participants. The Office of Emergency Management Heat Emergency Action Plan activates the Pip Moyer Recreation Center as a cooling center when Heat Index levels reach 105.
- **August 10, 2015** – Coastal Flood Advisory
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a Coastal Flood Advisory. Flooding was expected to occur at the Dock St parking lot, as well as partial flooding of Compromise St.
- **August 27, 2015** - OEM was placed on alert due to the appearance of Gov. Hogan and New Jersey Gov. Christie at the Loews Hotel.
- **August 28th-30th, 2015** – Tropical Storm Erika
OEM sent three Emergency Management Alerts to inform key officials, employees, and surrounding partners about a weather system that formed and had the potential to affect the Annapolis area before it eventually dissipated.

Planning

- OEM staff met with Police and Fire personnel on August 28th to plan for the Mayor's initiative for businesses and review potential topics to be presented.
- OEM staff met with staff from the Annapolis & Anne Arundel County Conference and Visitors Bureau on August 20th to discuss an Emergency Action Plan for the organization.
- OEM provided additional information for two Hazard Mitigation Assistance grant applications in response to Maryland Emergency Management Agency feedback. OEM expects to learn in the fall whether the grants will be awarded to Annapolis.
- OEM Staff met with Jim Pittman on August 4th to review Debris Management resources.
- OEM attended a meeting with the Anne Arundel County Office of Emergency Management, Anne Arundel County Department of Aging & Disabilities, and the Health Department on August 6th to discuss coordination and notification during emergencies involving licensed facilities.
- OEM continued to coordinate with the Anne Arundel County Office of Emergency Management, Anne Arundel County Department of Aging & Disabilities, and the Health Department to build a plan of action to work with local assisted living facilities and nursing homes to support their emergency preparedness plans and ensure compliance with HB770.
- OEM staff met with Anne Arundel County OEM on August 13th to discuss the future of CERT and Citizen Corp Council and how the emergency management offices in the City of Annapolis and Anne Arundel County can better utilize these resources and personnel.
- OEM staff met with members of the Residences at Bates on August 18th to discuss updating the Bates Emergency Action Plan.
- OEM Staff held a meet and greet with Teresa Fields and Karen Lewald from the Lighthouse Shelter on August 19th to discuss our duties.
- On August 24th, OEM Staff attended Anne Arundel County's Evacuation Plan Kick Off meeting.
- OEM staff attended a meeting of the UASI Emergency Management Subcommittee on August 25th. This meeting was used to focus on Regional Evacuation Plan Technical Assistance.
- OEM staff participated in a conference call of the UASI Recovery Subcommittee on August 28th. This meeting was used to focus on Regional Recovery Plan Technical Assistance.

- OEM staff continued to update the Basic Plan of the Emergency Operations Plan.

Training/Exercise

- On August 4th, OEM hosted the monthly Drive-Thru Flu Clinic Meeting with Anne Arundel County Health Department, Anne Arundel County OEM, Annapolis Fire Department, Annapolis Police Department, and the PIO in Anne Arundel County.
- On August 13th, public information officers met to discuss plans for outreach and involvement of media and elected officials at the Drive Through Flu Clinic.
- On August 18th, the logistics team for the Drive Through Flu Clinic met to coordinate planning efforts.
- OEM staff completed CPR training on August 11th.
- OEM staff created a How-To procedure for the Incident Management Team on how to launch Code RED calls for deployment to active members. This will be taught at the next IMT meeting, September 3rd.
- OEM Staff attended ICS 400 training on August 12th and 13th.
- An OEM staff member completed the FEMA Professional Development Series on August 10th.

Outreach

- OEM staff delivered the 2nd Annual Poster Contest Rules and Posters to St. Mary's and St. Martin's School in recognition of National Preparedness Month. Posters will be collected and judged the last week of September, with awards to be presented on October 2nd.
- OEM staff attended National Night Out on August 4th on Clay Street.
- OEM staff surveyed several flood prone businesses downtown on August 18th to determine their financial and business losses related to past flooding events in order to enhance a grant application designed to address these concerns.
- OEM staff met with officials from the Anne Arundel County Volunteer Center on August 19th to discuss programming and volunteer opportunities.
- OEM staff participated in the Oxford Landing back to school event on August 19th.
- OEM staff participated in the Housing Authority's back to school event at the Eastport Community Center on August 21st.
- OEM staff attended the Obery Court Community Day on August 29th located at Bertina A Nick Way.
- OEM staff participated in the SPCA Adoption Day on August 30th, sponsored by the Ward One Residents Association. OEM provided pet preparedness kits to those who submitted an application to adopt an animal.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 1,473 as of July 30th, 2015.
- OEM has increased its Twitter followers to 822.
- OEM has increased its Facebook 'likes' to 916.

Grants Management

- OEM continues to encumber funds in the FY 2014 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs.

- A Grant Adjustment Notice (GAN) has been established and approved for UASI FY 2014 to extend the grant performance period by 60 days.
- OEM staff attended the UASI Grants and Fiscal Representatives meeting on August 11th where UASI FY 2013 closeout was discussed as well as the set-up of FY 2015 UASI.



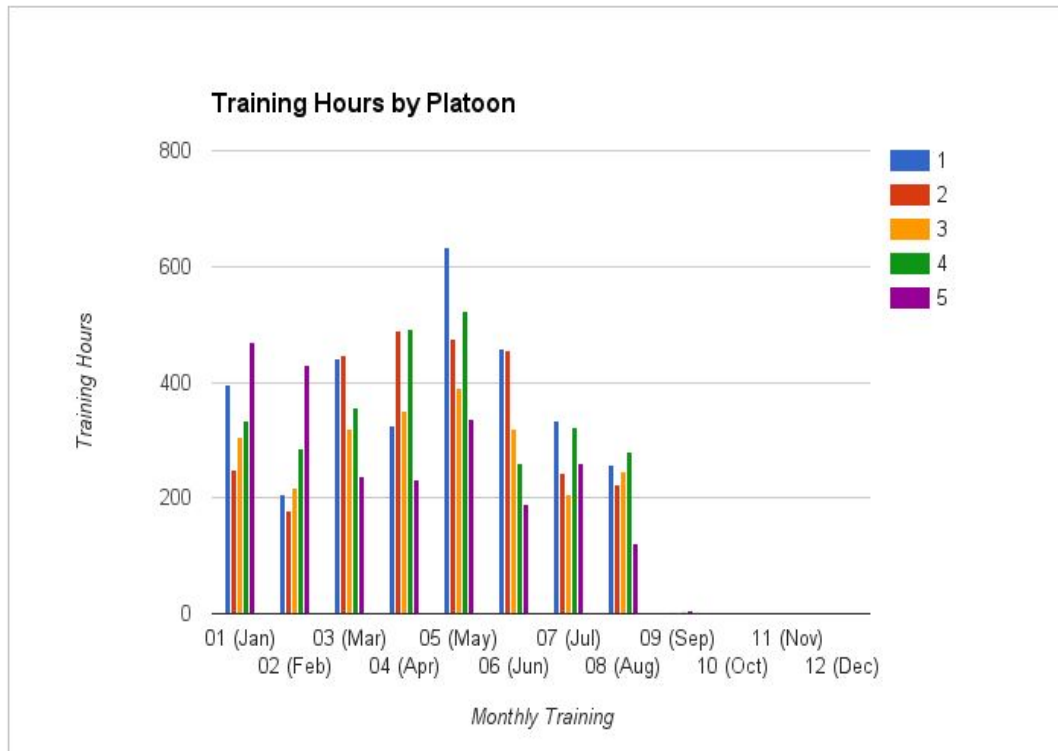
August	
UASI FY 2014 LETPA	\$3,800.00
	\$1,917.70
	\$3,817.25
UASI FY 2014 CCTV	\$3,978.68
UASI FY 2014 HAZMAT	\$2,440.00
	\$485.00
	\$815.00
UASI FY 2014 CodeRED	\$110,000.00
UASI FY 2014 Bomb Squad	\$228.00
	\$1,386.00
TOTAL UASI FY 2014	\$128,867.63
SHSG FY 2014 LE	\$6,566.70
SHSG FY 2014 OEM Planner	\$17,121.00
TOTAL SHSG FY 2014	\$23,687.70
TOTAL August Grant Expenditures	\$152,555.33



NIMS-ICS	32		50	40			3						125
Officer	5.5	0.5	34.5	19.5		4	106.5						170.5
Operating Policy Manual	1					6		1					8
Other-Not Listed	8	55	28.5	10.5	0.5	15.5	11.5	23.5	0	0	0	0	153
Physical Fitness	344.5	113	139	108.5	131	96.5	130.5	96					1159
PPE	7.5	0.5		1									9
Preplans						4							4
Pump Operations			25	72.5	43	14.5							155
Rapid Intervention-RIC			2	6									8
Rescue	5		4.5	26	5	289.5	61	11.5					402.5
Ropes-Knots			35										35
Safety	291	240	235	196.5	212.5	400	277	45.5					1897.5
Salvage-Overhaul						4							4
SCBA			1.5		3	24	140.5	3					172
Special Operations	2			9		7	16	3					37
Sprinkler-Standpipe				6	24	3							33
Strategy-Tactics	12	7	7	2	21.5		6	31.5					87
Vehicle Maintenance						0.5		1.5					2
Ventilation				14		4							18
Grand Total	1751.5	1315	1800	1888.5	2354.5	1682	1364.5	1124.5	10	0	0	0	13290.5

	01 (Jan)	02 (Feb)	03 (Mar)	04 (Apr)	05 (May)	06 (Jun)	07 (Jul)	08 (Aug)	09 (Sep)	10 (Oct)	11 (Nov)	12 (Dec)	Grand Total
Administrative	287	248.5	264	176.5	185.5	24	6	1					1192.5
Area Familiarization	6	3	4.5	10.5		3	10.5	12					49.5
Arson Investigations	4					11							15
Boat Crew				1			3						4
Boat Operator	23	4	6	35.5		6	15.5	35					125
Building Construction			7			3	1						11
Code Enforcement	20		1	22	215.5	9.5	14						282
Communications	2	53.5	3	12.5	0.5	4		19.5	1.5				96.5
Driver Operator	8	12	23.5	30	17.5	5	29	34.5					159.5
Driver Operator-New	40	36.5	101.5	123.5	82	111	123	99.5					717
EMS	341.5	318.5	584	309	313	125.5	77	34					2102.5
Equipment	28		22.5		2	2		3					57.5
Evidence						6							6
Explosive	64	22	13	20	88	84	144	36					471
Extrication-Stabilization	8			3	11	263.5	59	1					345.5
FIB		30	4	32									66
Fire Behavior	1		11	29	2	1		51					95
Fire Prevention		0.5			1			1.5					3
Firefighting	43.5	4.5	138	455	283	74.5	90	223	2.5				1314
Foam Operations	15		8	30	30			8	4.5				95.5
Hazmat	12.5	14	15.5	3	6		19	62.5	1.5				134
Highrise Operations				3.5	672.5	12	2						690
Hose Operations		10.5	2	22			4						38.5
Ice Rescue	136	30											166
Instructor		33	24	11.5		9							77.5
K-9		1				8							9
Ladder-Aerial			3	2	4.5	8	6.5	6					30
Ladder-Ground	3.5	4.5	2.5	45.5		37.5		156					249.5
Law Enforcement		73											73
Lockout-Tagout						2	9	124.5					135.5

	01 (Jan)	02 (Feb)	03 (Mar)	04 (Apr)	05 (May)	06 (Jun)	07 (Jul)	08 (Aug)	09 (Sep)	10 (Oct)	11 (Nov)	12 (Dec)	Totals
1	394.5	205	441.5	324	633	458.5	334	256.5					3047
2	249	179	446	490	474	456	243.5	222.5	2				2762
3	305.5	216.5	318.5	351.5	389	319	206	245.5					2351.5
4	334	284.5	356	492.5	522	259.5	321.5	279	2.5				2851.5
5	468.5	430	238	230.5	336.5	189	259.5	121	5.5	0	0	0	2278.5
Grand Total	1751.5	1315	1800	1888.5	2354.5	1682	1364.5	1124.5	10	0	0	0	13290.5



Police Department

1. Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total
Current	104	27	6	3	11	5	156
Vacant	5	3	1	1	1	0	11

Total Allocated	109	30	8	4	12	5	167
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- Eight officers were sidelined due to medical, FMLA or administrative issues for the month.
- Two officers were in field training.
- Two officers were hired during the month.

2. Community Relations

JOINS

Officers reviewed 8 reports for the 13 juveniles arrested during this period. Of these cases, zero met the JOINS criteria. There are currently no youth in the program. Two successfully completed the JOINS Program in August. A total of ten home visits and one school visit was made.

Explorers POST 199:

The Annapolis Police Explorers are starting to gear up for the National Conference next July. We are breaking down all the competitions in one month blocks. In August we concentrated on serving search and arrest warrants. We have a young group with most of the members having less than 1 year in the post. We broke the scenario down step by step and they seem to learn a lot and really enjoy the training.

The Explorers were involved in 4 Community outreach events. These events included National Night Out, Helpers Day at West St Library, the Backpack Giveaway and a Community Day. We picked up 2 possible members during these community events.

Hispanic Liaison

Mr. Hudson spent over 49 hours assisting Criminal Investigations and Patrol this month. He attended the Anne Arundel County Police Departments SRO In service prior to the start of the school year.

ALERT Grant

Mrs. Hartlove assisted with the Sailing Camp. She attended National Night Out and the Mariners Point community meeting to provide information on home security surveys.

Community Services Section attended the following meetings/ events

- CSAFE/ HEAT Team (1)
- Explorers Meeting/ Training/ Events (4)
- Honor Guard Training
- UASI PIO Meeting
- Most Wanted Tapings (1)
- National Night Out
- Community Helpers Day at West St Library

- Mariners Point Community Meeting
- Community Day at John Wesley UM Church
- Neighborhood Watch Meeting
- Back to School Backpack giveaway at Oxford Landing
- ECA Picnic
- Coffee with a Cop
- Robinwood Day
- Sailing Camp

Upcoming Events:

- Clay St Public Safety Team
- Explorers
- Stanton Center Girls Club
- UASI PIO Meeting
- Most Wanted
- HEAT Meeting
- Annapolis Roads Community Meeting
- Hispanic Heritage Festival
- Germantown Homewood Community Meeting

3. Special Events

AUGUST MEETINGS AND EVENTS 2015				
Date	Event / Meeting	Location	# Officers	Costs
08-01	Christian Effort	City Dock		
08-02	1 st Sunday	1 st Blk West St		
08-04	Navy Band	City Dock		
08-06	Nite with Stars	City Dock		
08-06	Jazz @ Whitmore	Whitmore Park		
08-06	Tides & Tunes	2 nd St		
08-07	Music @ Chambers	Chambers Park		
08-07	Rotary Crab Feast	NAAA Stadium		
08-09	Gospel @ Whitmore	Whitmore Park		
08-10	Navy Football Meeting	NAAA Stadium	Gibbs	

08-13	Nite with Stars	City Dock		
08-13	Tides & Tunes	2 nd St		
08-14	Feed Annapolis 5K Meeting	APD	Gibbs	
08-15	West St Market	1 st Blk West St		
08-19	Military Bowl Meeting	City Hall	Gibbs	
08-20	Nite with Stars	City Dock		
08-20	Tides & Tunes	2 nd St		
08-20	Jazz@ Whitmore	Whitmore Park		
08-21	Music @ Chambers	Chambers Park		
08-22	West St Market	1 st Blk West St		
08-22	Planned Parenthood Protest	922 West St		
08-22	Power Yoga	City Dock		
08-23	Gospel @ Whitmore	Whitmore Park		
08-27	Nite with Stars	City Dock		
08-29	West St Market	1 st Blk West St		
08-29	4 th ward Unity	B. Nick way		
08-29	Burgers & Bud	Park Place		
08-30	Striders A-10	City Wide	19 Officers	\$3,896.59
08-31	Navy Football Meeting	NAAA Stadium	Gibbs	
Total				\$3,896.59

Neighborhood Enhancement Team

HARBOR HOUSE COMMUNITY

INITIATIVES or TARGETED ENFORCEMENT CONDUCTED					
Date	Meeting/ Incident/ Enforcement	Location/s	Action taken/ Attendance		
08/13/15	Kona Ice Detail	HH/EPT	Crowd Control		
08/14/15	Block Party	HH/EPT	Foot Patrol/ Crowd monitored		
08/19/15	Annual Sailing Camp		22 juveniles participated along with help from Community Services		
08/20/15	Annual Sailing Camp		22 juveniles participated along with help from Community Services		
08/21/15	Annual Sailing Camp		17 juveniles participated. 5 were removed for behavioral issues		
FIR's		Warnings	Citations	SERO	Arrests
4		33	26	2	5
ROBINWOOD COMMUNITY					
INITIATIVES or TARGETED ENFORCEMENT CONDUCTED					
Date	Meeting/ Incident/ Enforcement	Location/s	Action taken/ Attendance		
8-1-15	Mis Warrant	1400 Blk of Tyler Ave	1 Arrest		
8-5-15	Cus/ Man dispute	1207 Forest Dr	Abated		
8-6-15	10-10 by the Recreation Center	1400 Blk Tyler Ave	Unfounded		
8-9-15	10-16	1441 Tyler Ave	Male returned UU veh got into an argument and left prior to our arrival		
8-10-15	Emergency Eval	1323 Tyler Ave	Taken to AAMC/ Report taken		
8-10-15	Child custody disp	1323 Tyler Ave	10-43 given		
8-10-15	Assault	1400 blk of Tyler Ave	Report/ Photo's Happened 8-9-15		
8-11-15	Domestic	1437 Tyler Ave	Judicial relief advised		

8-11-15	Civil complaint	1300 blk Tyler Ave	10-43 given	
8-11-15	10-50 PD	Forest Dr/ Old Forest Dr	Exchange of info	
8-13-15	Kona in the community	Robinwood	KONA handed out shaved ice to kids	
8-13-15	Emergency Eval	1430 Tyler Ave	Taken to AAMC/ Report taken	
8-14-15	Assault	1348 Tyler Ave	Report taken	
8-14-15	Block party	Harbor House/ EPT	Assisted	
8-19-15	Driving Suspended	Forest Dr/ Tyler Ave	1 Arrest	
8-20-15	Driving Revoked	Tyler Ave/ Forest Dr	1 Arrest	
8-22-15	Event	Robinwood Rec Center	Back to school	
8-27-15	Warrant service	1300 Blk of Tyler Ave	1 Arrest	
8-27-15	Warrant service	1300 Blk of Tyler Ave	1 Arrest	
8-28-15	Emergency Petition	1396 Tyler Ave	Transported to AAMC	
FIR's Warnings Citations SERO Arrests				
0 0 8 0 5				
CLAY STREET / WEST STREET				
INITIATIVES or TARGETED ENFORCEMENT CONDUCTED				
Date	Meeting/ Incident/ Enforcement	Location/s	Action taken/ Attendance	
8-6-15	Foot patrol	1 st block of West St	Complaint about homeless and panhandling – moved subjects 1 FIR	
8-7-15	Foot patrol	1 st block of West St	1 arrest for CDS possession	

8-13-15	Meeting	Asbury UMC	Meet with Ben Harris about sailing camp	
8-14-15	Meeting	Community event Clay St	Spoke with Lillian Studevent	
8-14-15	Meeting	West St business	Spoke with Meredith Dales about banning issues	
8-15-15	Foot patrol	Clay St / Bertina Nick Way	CDS complaints	
8-19-15	Foot patrol / surveillance	Clay St / Rideout St	Juvenile complaints No activity	
8-27-15	Foot patrol / surveillance	Clay St / Rideout St	Juvenile complaints No activity	
8-28-15	Meeting	Clay St	Spoke with Mr. Colbert about block party	
8-29-15	Block Party	Bertina Nick Way	Community Center block party Served juvenile citation	
FIRs	Warnings	Citations	Arrests	
2	5	1	3	

Notable Events

- The Department participated in National Night Out.
- APD brought Kona Ice to Harbor House, Robinwood and the Clay Street neighborhoods as part of our community outreach efforts. Officers were in the communities while residents were provided with free snow cones.
- **Narcotic Arrests** - During the months of February through June 2015 members of DEU conducted an undercover operation in the City of Annapolis. The mission of the operation was to purchase Heroin from known Heroin dealers in the City. As a result, (50) undercover CDS purchases were made resulting in (25) subjects being charged with CDS Distribution, PWID and Possession charges on sealed indictments. On 8-18-15 the first half of the round up/take downs for our undercover operation was conducted. Seven (7) subjects were arrested on their indictments. The following subjects were arrested:
Richard Naylor
Isaiah Naylor- Naylor was also charged with possession of Heroin from this date. \$8,000.00 US currency was seized from Naylor
Michelle Neal- DEU had a seizure order for Neal's cab. The cab was seized.
Kedrick Toolles
Onjay Johnson
Sheldon Wells

Jaron Rhodes

- On 8-25-15 the second half on the round up/takedowns were conducted. The following subjects were arrested:

Jestin Elliot

Keo Williams

Keddrick Green

Jonathan Scott

Shawn Crowdy- \$347 US Currency seized

Brandon Johnson- \$456 US Currency seized

Leeron Shaw- \$302 US Currency seized

- While looking for the wanted subjects DEU placed a call to one of the numbers that we had purchased Heroin from. The subject advised us to meet him on Copeland St to conduct the deal. Units set up on Copeland St. A subject was observed standing at the top of Copeland St with a bag of suspected CDS. Det Lathe called the phone number that advised us to meet him on Copeland St. Units saw this same subject answer his phone. This subject was detained and identified as Dejuan Stevens. Detectives advised units of where the subject placed the CDS. Officers recovered 10.5 grams of Heroin from Stevens. Stevens was charged with PWID Heroin and Possession of Heroin.
- Bomb Threat** - Officers responded to 152 Main St (Suntrust Bank) for a report of a bomb threat and possible hold up alarm. Upon arrival a perimeter was set up. Based on observations and information received from dispatch it was believed there was an active barricade. Command page and ASET call-out was sent. Phone contact was eventually established and all bank occupants were removed. AFD Fire Marshal's conducted a sweep of the building for possible explosives with negative results. ASET conducted a sweep for any possible suspects with negative results. CID responded and the scene was cleared.
- Bomb Threat** - Officers responded to 948 Bay Ridge Rd (Giant) for a report of a bomb threat. This threat was received just minutes after the one on Main St. Preliminary information received indicated that the caller advised there was a bomb in one of the grocery aisles. Contact was made with management and the store was evacuated. AFD Fire Marshal responded and conducted a sweep of the building. ASET also responded to clear the building of any possible suspect(s). No explosive devices or suspects were located.

INITIATIVES or TARGETED ENFORCEMENT CONDUCTED			
Date	Type of Enforcement	Location/s	Results
8/2	CDS	Newtowne Drive community	Foot patrol no arrests
8/3	CDS	Newtowne Drive community	Traffic stops resulting in two arrests for license violations.
8/7	CDS, Alcohol, Disturbance	Downtown	1 – CDS Felony – 4.0g of cocaine

			1 – CDS Misdemeanor - .2g cocaine 4 – Public Urination
8/8	CDS Surveillance – ref to citizen's complaints	North Green Apts	1 traffic stop on vehicle leaving area resulting in 1 arrest, recovery of 1.3 of cocaine & 2.2 g of heroin, 3 traffic citations, 1 warning and 1 vehicle seizure (Ascione#15-3584)
8/9	Burglary surveillance	Bay Ridge corridor	Nothing significant observed
8/9	CDS	Newtowne Drive community	rest, .5g of heroin and 1 vehicle seized
8/11	CDS Surveillance – ref to citizen's complaints	North Green Apts	Nothing observed
8/16	CDS	Bens Dr	1 traffic arrest and CDS arrest noted under 15-3736 detailed above
8/17	CDS	Newtowne Drive community	g heroin, 1 arrested, 1 vehicle seized
8/18	Burglary Detail	Eastport (mostly 16 Post)	Nothing observed
8/19	Burglary Detail	Eastport (mostly 16 Post)	1 juvenile arrest to clear numerous burglaries
8/20	Burglary Detail	Eastport (mostly 16 Post)	Nothing Observed
8/21	Burglary Detail	Eastport (mostly 16 Post)	Nothing Observed
8/22	Concentrated patrols	Eastport (mostly 16 Post)	2 arrest for traffic violations
8/23	Concentrated patrols	Eastport (mostly 16 Post)	rest (2 for traffic / 1 CDS), .5g heroin and 1 vehicle seized
8/24	Burglary Detail	Eastport (mostly 16 Post)	Nothing Observed
8/25	Warrant Detail	City Wide	
8/26	Burglary Detail	Eastport (mostly 16 Post)	Nothing Observed
8/27	Burglary Detail	Eastport (mostly 16 Post)	Nothing Observed
8/28	Burglary Detail	Eastport (mostly 16 Post)	3 traffic stops 2 FIRs
8/30	Concentrated patrols	Eastport (mostly 16 Post)	Nothing significant
8/31	CDS Surveillance – ref to citizen's complaints	Annapolis Roads Apts	4 arrests, 2 vehicles seized, 19g of ana, 1.4g of heroin, .2g crack and \$1520 seized

Traffic

Date	Type of Enforcement	Location/s	Results
8/3/15	Speed	Edgewood Road	0 violations
8/3/15	Stop sign	Steele/Colonial	0 violations
8/3/15	Stop light/Crosswalk	Duke/Church	0 violations
8/4/15	Stop sign	Steele/Colonial	1 violation, 1 warning
8/4/15	Speed	Edgewood Road	1 violation, 1 warning
8/6/15	Speed	Edgewood Road	0 violations
8/6/15	Stop light/Crosswalk	Duke/Church	0 violations
8/6/15	Stop sign	Steele/Colonial	0 violations
8/7/15	Stop sign	Steele/Colonial	0 violations
8/7/15	Stop light/Crosswalk	Duke/Church	0 violations
8/8/15	Stop sign	Steele/Colonial	0 violations
8/8/15	Stop light/Crosswalk	Duke/Church	0 violations
8/11/15	Stop light/Crosswalk	Duke/Church	0 violations
8/11/15	Stop sign	Steele/Colonial	0 violations
8/11/15	Speed	Edgewood Road	0 violations
8/17/15	Stop sign	Steele/Colonial	1 violation, 1 citation
8/17/15	Stop light/Crosswalk	Duke/Church	0 violations
8/27/15	Stop light	Hilltop Lane/Spa Rd	0 violations

Building Activity

► **Acupuncture Office (1730 West Street, #106 & 107 - #BLD15-0209)** Permit finalized 8/28/15.

► **Annapolis Transportation Department (308 Chinquapin Round Rd– #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Framing inspection passed 8/25/15.

- ▶ **Budget Blinds (2 Lincoln Drive, #1939 - #BLD15-0152)** Permit issued 5/1/15 for tenant fit-out. Permit finalized 8/11/15.
- ▶ **Celebree Learning Center (504 S. Cherry Grove Avenue –#GRD13-0041)** Permit issued 3/19/14 for grading for new commercial building. Bond reduction inspection of 1/16/15 failed as plantings were not installed.
- ▶ **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Job is progressing.
- ▶ **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations.
- ▶ **Chesapeake Children's Museum (25 Silopanna Road - #BLD13-0436)** Exterior repairs permit issued 6/26/13. Job is progressing.
- ▶ **Downtown Hope (255 West Street – #BLD15-0343)** Permit issued 7/22/15 for renovations for new tenant. Slab inspection 8/10/15.
- ▶ **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301-#BLD15-0080)**-Permit issued 7/20/15 for interior alterations.
- ▶ **Drs. Steele & Green (45 Old Solomons Island Road, Suite 203 & 205-#BLD15-0429)** Permit issued 7/16/15 for tenant fit-out for new chiropractor's office.
- ▶ **Eastport Kitchen (923 Chesapeake Avenue #BLD15-0282)** Permit issued 6/9/15 for new casual food facility. Ceiling close-in 8/17/15.
- ▶ **Georgetown East Elementary School (111 Dogwood Road #BLD15-0390)** Permit issued for Phase I of interior alterations. Finalized 8/10/15.
- ▶ **Governor Calvert House (58 State Circle-#BLD15-0155 & BLD15-0156)** Permit issued 6/4/15 for interior renovations to rooms and public spaces. No inspections to date.
- ▶ **Graul's Market (607 Taylor Avenue - #BLD13-0201)** Permit issued 9/6/2013 for interior alterations. The job is almost done but no recent inspections.
- ▶ **Hillsmere Exxon (1000 Forest Drive (#GRD14-0009)** Permit issued 2/10/15 for trenching of vapor collection system as required by MDE. Revisions issued 4/30/15.
- ▶ **Living Oceans Foundation (130 Severn Avenue, #100 - #BLD15-0303)** Tenant fit-out permit issued 6/8/15. Ceiling close-in 8/27/15.
- ▶ **Maryland Hall for the Creative Arts (801 Chase Street #BLD15-0333)** Permit issued 6/23/15 for stage area renovations. No recent inspections.

- ▶ **Maryland Inn (16 Church Circle #BLD15-0160 & #BLD15-0161)** Permit issued 6/5/15 for interior renovations to rooms and public spaces. Partial final received.
- ▶ **Mary Moss Academy (245 Clay Street #BLD15-0277 & BLD15-0278)** Permit issued 6/19/15 for alterations to re-locate school. Final inspection scheduled for 9/1/15.
- ▶ **Maurice Electric Supply Co. (1981 Moreland Parkway, Building 5 -#BLD15-0391)** Permit issued 7/1/15 for tenant fit-out. Permit finalized 8/14/15.
- ▶ **Maynard Burgess House (163 Duke of Gloucester St - # BLD13-0538)** Permit issued for exterior repairs 11/12/14. No recent activity.
- ▶ **Walter S. Mills-Parole Elementary School (103 Chinquapin Round Road - #BLD12-0844)**
Addition/alterations permit issued 5/22/13. Revisions submitted 6/1/15 of final green building plan. Permit finalized 8/28/15.
- ▶ **New Brown Salon & Spa (15 West Street-#DEM15-0026)** Permit issued 8/25/15 for interior Demolition only
- ▶ **New Salvo Auto Parts Store (601 Chinquapin Round Road –DEM15-0025)** Permit issued 8/24/15 for interior demolition only.
- ▶ **Osteria (177 Main Street – #BLD12-0932)** Permit issued 4/10/13 to add seating in basement. Has major plumbing issues. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. A new grease interceptor is being planned as part of a future bar renovation.
- ▶ **Rehab At Work (2 Lincoln Drive, #12 - #BLD15-0151)** Permit issued 5/4/15 to expand to neighboring space. Permit finalized 8/12/15.
- ▶ **Robert Johnson House (23 State Circle #BLD-0157 & #BLD15-0161)** Permit issued 6/5/15 for interior renovations to rooms and public spaces. Partial final 8/28/15.
- ▶ **Rutabaga Craft Juicery (114 Annapolis Street-#BLD15-0416)** Permit issued 7/27/15 for tenant fit-out for new business.
- ▶ **Spa Gate Development (701-711 Shelton Avenue- #BLD12-0502-BLD12-0507)** New Townhomes – Job is progressing.
- ▶ **Tyler Jordan Wine & Design (32 West Street #BLD15-0189)** Tenant fit out permit issued 6/9/15. Job is progressing.
- ▶ **USNA Stadium (511 Taylor Avenue - #GRD14-0022)** Permit issued 6/25/14 for grading for next construction phase. No recent activity.
- ▶ **USNA Stadium (511 Taylor Avenue - #BLD14-0253)** Permit issued for foundations, stair towers, etc. Progress inspection passed 2/24/15. Working on generator install. Final inspection scheduled for 9/2/15.

► **USNA Stadium (511 Taylor Avenue - #BLD14-0552 & BLD14-0553)** Permit issued 9/22/14 for Phase II work to include new north end club room & suite; replace existing seating; add elevator and stair tower Phase II & III on hold until emergency generator installed, tested and approved. No recent inspections. Contractors are working on a design for emergency power distribution and transfer switches. The work should be complete before the start of football season.

► **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Townhouses are under construction. Some of the buildings have been finalized. More permits have been both submitted and issued.

► **West Annapolis Elementary School (210 Annapolis Street - #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Partial framing inspection passed 8/21/15.

► **West Annapolis Elementary School (210 Annapolis Street - #GRD14-0016)** Permit issued 12/12/14 for grading for addition. Last inspection 6/2/15.

► **Bywater Rd & Belle Drive (#BLD14-0169)** Permit issued 10/09/14 for rehab of existing City of Annapolis pumping station. Permit finalized 8/28/15.

► **503–507-B Oaklawn Avenue (#BLD14-0076 – BLD14-0079)** Small Subdivision – All 4 permits for new single family modular homes have been issued. Job is progressing.

Planning Activity

Comprehensive Planning

- Discussed impacts of new zoning maps with property owners in person and on phone
- Worked with County on Forest Drive Corridor Study
- August 4: Met with Rec. and Parks to discuss new initiative to encourage integration of healthy lifestyles and planning
- August 12: Met with West Annapolis Civic Association Board to discuss amended sector study.
- August 21 and 24: Interviewed consulting firms for Upper West Street Sector Study
- August 25: BRTB Monthly meeting--Maximize 2040 public meeting to be held Sep. 30 at Annapolis High School
- August 28: Kickoff meeting for Eastport Traffic Study

Current Planning

1. Monthly News/New Projects

- Administrative Adjustment (ADJ2015-019) for Herchel Smith, for a reduced front yard setback to construct a second story addition, located at 713 Melrose St.,

- Administrative Adjustment (ADJ2015-021) for Vivian Craft, for a reduced front yard setback, located at 1002 Hyde Park Dr.,
- Site Design Plan Review (SDP2015-041) for Noah Donaldson for Buffer Management Plan approval, located at 7041 Bay Front Dr.,
- Variance (VAR2015-007) for Robert Shoemaker for a reduced side yard setback to construct a shed, located at 515 Horn Point Dr.,
- Site Design Plan Review (SDP2015-042) for Katherine Glover for porch approval, located at 124½ Archwood Ave.,
- Special Exception (SE2015-005) for Stevens Inc. to establish a standard restaurant with alcoholic beverage service, located at 142 Dock St.,
- Planned Development (PD2015-002) for Basin Investments to modify a condition of approval within the Village Greens of Annapolis Planned Development to allow an accessory bar within a standard restaurant,

2. Major Planned Actions

- Planning Commission, September 3, 2015
Public Hearings and Deliberations:
 1. Resolution R-34-14, West Annapolis Sector Study Revised
 2. ZTA2015-002: O-36-15 Adequate Public Facilities, for the purpose of adding review criteria and certification for adequate school facilities to Title 22
 3. ZTA2015-003: O-40-15 Waterfront Maritime Conservation District, for the purpose of amending Retail Use, the Standards for Uses Subject to Standards and Parking Requirements in the WMC Zoning District
- Board of Appeals, September 1, 2015
Public Hearings and Deliberations:
 1. VAR2015-006 – Variance by Shannie Properties, LLC for a reduction to the rear yard setback to construct new metal stairway, located at 16 Market Space,
 2. SE2015-005 Special Exception by Stevens Inc. and Mission BBQ Downtown Annapolis, LLC, for a standard restaurant with alcoholic beverage service, located at 142 Dock Street

Community Development

1. Community Development Block Grant

Completed the final draft of the CDBG HUD Consolidated Annual Performance and Evaluation Report. This document reports the City of Annapolis' success in meeting the housing and community development goals and objectives contained in its Five-year Consolidated Housing and Community Development Plan and FY 2015 Annual Action Plan. The narrative section of the report contains three basic elements: 1) a summary of resources and programmatic accomplishments; 2) the status of actions taken during the year to implement the City's overall strategy; and, 3) a self-evaluation of progress made during the past year in addressing identified priority needs and objectives. Also, included in the CAPER are the required Integrated Disbursement and Information System (IDIS) reports, which provide data on the City's accomplishments for FY 2015. The CAPER is Due September 28, 2015 and will be available for public comment on September 1, 2015.

Staff updated the CDBG webpage.

Staff completed draft of the FY 2017 CDBG application and sent it to the Housing and Community Development Committee for its review and comment.

2. Homeless

The City and the Lighthouse completed a \$145,000 Emergency Shelter Grant (ESG) Application for operating expenses for the Light House Shelter. Application is due September 1, 2015.

The City was informed that DHCD will give us an additional \$12,987.00 in FY 2015 ESG bringing the total funding for FY 2015 to \$136,237.

Staff also completed a \$25,000 Rental Allowance Program application. Funds are administered by the Community Action Agency for homeless prevention.

3. MPDU Program

New MPDU legal documents completed and posted to the City's website.

4. Miscellaneous

Historic Preservation

Historic Preservation Commission

24 - Administrative applications were reviewed, approved and issued by staff.

Total estimated costs of approved applications -

Private - \$222,820.00

Public - \$3,000.00

0 - Public Hearing approvals issued. (NO MEETINGS IN AUGUST)

2 - Historic Preservation Tax Credit (HTC) application was submitted with \$17,600.00 in qualifying expenditures.

Financial and Activity Report

HPD funding from City as approved for FY16

- \$15,000 for Consulting Services.
- \$5,000 for Heritage Commission.
- \$35,000 for Annapolis Landmark 50th Anniversary.

P&Z pass-through funding (\$85,000.00)

- \$15,000 for Arts & Entertainment District.
- \$50,000 for MainStreets Annapolis Partnership.
- \$20,000 for MainStreets Annapolis Partnership – Annapolis in Bloom.

Grants

- \$3,136 - National Alliance of Preservation Commissions & Maryland Association of Historic District Commissions – CLG Educational and Training Funds.
- \$46,388.00 – Dept. of Natural Resources – For Designing a Cultural Resource Resiliency Plan. Remaining balance of \$3,293.76

Economic Development

SMBE

SMALL BUSINESS ASSISTANCE:

Financial and Payment Assistance Programs: continue to provide information on financial and payment assistance options for small business.

- Answered/facilitated 25 requests for information, assistance, start-up location inquiries, and referrals.
- Made 7 existing business visits.
- Coordinated 1 ribbon cutting.
- Participated in 4 in-service training webinars.
- Reviewed 1 business plan.

POLICY & REPORTING:

Continue to review staff reports and recommended changes to the procurement methods and processes for increased MBE participation and transparency. Received updates and information on legislation affecting the MBE/WBE and Small Business Enterprise Procurement Program.

- o Prepared and entered Small Business Administration's STARTUP IN A DAY grant challenge.
- o Reviewed Upper West Street Sector Plan RFPs. Participated in interviews.

MBE/WBE TRAINING & OUTREACH:

Continue to support Central Purchasing and make recommendations on outreach opportunities/information sessions for small businesses and upcoming City projects. One of the number one challenges for MWBE firms who seek to do business with government is access to government buyers and purchasers. Without knowledge of the right individuals to talk to or the appropriate understanding of public contracting, doing business in the public sphere can be intimidating at best.

- Attended the following outreach events as a participant/speaker:
 - o SBA-Small Business Resource Day
 - o GOMA- Ready, Set, Grow!
 - o Maryland Live! Casino's Outreach Day
 - o Credit Building Symposium
- 2015 marked the first year of celebration for the city's Business Appreciation Week. A time to recognize the significant contributions of our small, minority and woman-owned business community. Business Appreciation week serves as a much deserved appreciation from the City to the growing business community within our municipality and beyond. The national celebration adopted by locales across the country is an event that combines information and resources with promotion and exposure for SMWBE's.

The celebration began with visits by the Mayor on Monday followed by a “Follow Me” social media campaign on throughout the week. All day during business visits, tweets and posts about the economic contributions of small, minority and women owned firms were liked and shared to heighten awareness and generate conversation.

City Solicitation and Goal Determination Process: continue discussions and recommendations to processes.

- Engagement of local firms- 25 firms were sent solicitation notices.
- The SMBE increased its presences at the pre-bid and pre-submission conferences, providing more program awareness.

Recreation and Parks

Recreation

- The after school programs and other Fall programs started for the 2015-16 school year at Stanton Center: Get Smart Club, Friday Night Out, STAIR, DAFINA, STEM Academy, Zastro Simms Youth Basketball League, 8 – Under Instructional Basketball League and the Maryland Food Bank – Afterschool Supper Program.
- New Get Smart Club (after school homework help) opens at Annapolis Walk Community Center in September.
- Summer Camps have concluded serving 1,206 children during the summer months
- All six Latchkey Sites have started for the 2015-16 school year. One new site at Walter S. Mills-Parole Elementary will begin October 1st.
- Fall Sports seasons have begun with Permit Holders using athletic fields for field hockey, lacrosse and soccer.
- Fall Adult Sports has begun, including Kickball and Volleyball
- Fall Youth Athletics programs in baseball, boxing, fencing, rock climbing, bubble soccer, hello horse have begun.
- Registration has begun for Winter Youth Basketball Leagues.
- Fall Dance Classes have begun with 22 classes for youth.
- Upcoming Events: Mighty Milers running program in the schools, Doggie Swim - Sept 10th, Trash & Treasures – Sept 19th.
- Marketing Coordinator, Dana Strotman applied and has been accepted into the MRPA (Maryland Recreation and Parks Association) Leadership Institute for 2015-2016. The Leadership Institute is a once per month training commitment for six sessions on all facets of Recreation and Parks trends, strategies and topics.

Parks

- Country Music Artist, Kip Moore visited the newly renovated Truxtun Skatepark and did a videoed interview on August 26th with the Associated Press to kick off his "Kip's Kids Fund". Annapolis is

the first project completed by "Kip's Kids Fund" and has received national media attention for the project.

- Pip Moyer Recreation Center Repairs- Partition that divides meeting rooms 2 and 3 was repaired, chairs and carpets have been steam cleaned, the Auxiliary Gym is in the process of being painted.

Harbormaster

- Grant funded Mooring improvement project is moving forward. The Invitation For Bid has been approved by the Maryland Department of Natural Resources and will be released in early September. This project is now well positioned to complete before the Spring 2016 Boat Show.
- Repairs to pumpout boat DAHLGREN have been delayed. The boat manufacturer has supplied a "loaner" pumpout boat that continues to serve pumpout needs while the manufacturer redesigns and modifies the engine installation under warranty claim.

Transportation

Monthly News

1. Status of Capital Projects

- HVAC – there is a delay in the delivery of the equipment until some time in October 2015.
- Bus Wash Facility – painting and plumbing have been completed; the two (2) overhead doors have been replaced with new ones; remaining work on schedule to be completed in September 2015
- Operations Control Center – phase one which consists of two (2) new offices is almost completed; phase two which is renovation of command center is scheduled to begin in late September.
- Facility Lighting and Surveillance System – surveillance cameras have been installed; the remainder of the work is on schedule to be completed in September 2015
- Tire Storage Facility – structure has been erected, electrical work is underway; expected completion date is late September 2015.

2. Transit Operating Assistance from Maryland Transit Administration (MTA)

The department has been awarded transit operating grant funds by MTA to support Annapolis Transit operations. The grant funds are \$1,040,243 for fixed routes operations and \$198,382 for ADA complementary paratransit services. Total amount is \$1,238,625. The filing of the grant application with MTA was approved by Council Resolution R-6-15 in March 2015.

3. Transit Operations

Safety and Security training for August included Wheelchair securement, ADA, speed limit adherence, and space cushion driving.

We welcomed four new part-time bus operators in August but are still in a deficit after having lost two full-time drivers. We are working to get the positions advertised and filled.

4. Others

- The department met with MTA to coordinate transfer between Annapolis Transit and MTA Bus #14
- Replaced glass panels of a bus shelter at Admiral Drive and Poplar Avenue
- The department's relation with Greyhound ended at the end of August 2015. The new Greyhound Bus stop is at the park-and-ride lot off Harry Truman Parkway

Activity Report

1. Parking

- On-Street Parking, August 2015

Citations	2,131
Revenues	\$60,634.71

- Parking Garages – Revenue and Vehicles Parked, August 2015

Garage/Lot	Revenue	Vehicles Parked
Gotts	161,298.81	19,387
Hillman	236,575.59	25,772
Knighton	38,180.23	4,455
Park Place	113,196.41	8,236
South Street Lot	14,949.93	1,602
Larkin Street Lot	12,389.95	50
Total	\$576,590.92	59,502

2. Transit Operations

Overtime and Leave (sick, vacation personal) Hours

In transit operations, overtime is mainly a function of sick, vacation and personal leave. There was no overtime in Administration ions.

- Overtime and leave hours for the period July 30, 2015 through August 12, 2015.

Transit Vehicle Operations – Bus Operators only

Overtime: 156 hours
Leave (sick, vacation and personal, etc): 124 hours

Transit Supervision

Overtime: 67.5 hours
Leave (sick, vacation and personal, etc): 56 hours

Vehicle Maintenance

Overtime 0 hours
Leave (sick, vacation and personal, etc): 28hours

- Overtime and leave hours for the period August 13, 2015 through August 26, 2015.

Transit Vehicle Operations – Bus Operators only

Overtime: 254 hours
Leave (sick, vacation and personal, etc): 356 hours

Transit Supervision

Overtime: 65 hours
Leave (sick, vacation and personal, etc): 56 hours

Vehicle Maintenance

Overtime 1.5 hours
Leave (sick, vacation and personal, etc): 152 hours

August 2015 Ridership and Farebox Revenue

Total ridership in August 2015 was 41,721, down by 32.76% compared to August 2014 (Table 1). System-wide, this is the eighth consecutive month of significant reductions in ridership since the implementation of service reductions in November 2014.

Table 1. Unlinked Passenger Trips

Route	August 2015	August 2014	% Change
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Red	5,742	6,794	-15.48%
Yellow	2,700	2,986	-9.58%
Green	7,789	7,607	2.39%
Orange	2,417	1,958	23.44%
Gold	2,711	5,131	-47.16%
Brown	7,635	10,358	-26.29%
Purple	3,634	3,964	-8.32%
Circulator (city side)	4,977	18,496	-73.09%
State Shuttle	3,627	4,284	-15.34%
Paratransit	489	470	4.04%
Total	41,721	62,048	-32.76%

Table 2. Farebox Revenue

Route	August 2015	August 2014	% Change
Red	\$7,505	\$9,802	-23.43%
Yellow	\$1,444	\$1,515	-4.69%
Green	\$11,093	\$11,524	-3.74%
Orange	\$2,824	\$2,724	3.67%
Gold	\$3,380	\$5,839	-42.11%
Brown	\$10,453	\$14,502	-27.92%
Purple	\$3,111	\$3,543	-12.19%
Circulator*	\$4,693	\$0	0.00%
State Shuttle**	\$582	\$586	-0.68%
Paratransit	\$699	\$649	7.70%
Total	\$45,784	\$50,684	-9.67%

*Circulator was free. Farebox revenue excludes sale of weekly, monthly, quarterly and annual passes

***Fares from State Shuttle excludes fares from state employees which is average of \$22,083 a month*